



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Court Services Specialist II

District Court

Starting Salary: K-05 (A) \$18.36/hr.

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Posting: # 001-22

Date Posted: 01/01/2022

Deadline (must be received by) 04/01/2022

Responsibilities and Qualifications:

To provide timely, fair, efficient, and cost-effective disposition of all matters properly presented to the court in compliance with all Trial Court Performance Standards promulgated by the Michigan Supreme Court and in adherence to federal, state, and local laws, court rules, codes, and administrative orders.

- Review, analyze and assess for proper filing of all legal pleadings that will serve as the court record; update the court record regarding the judicial action of all court events in criminal, civil, traffic, and appealed cases.
- Research, analyze and respond to all inquiries made by anyone in person, by telephone, email, or in writing regarding the court's records and procedures.
- Review, analyze and certify court documents for accuracy and then release the certified documents to appropriate parties and agencies.
- Receive, process, document, and accept all filing fees, court-ordered payments, restitution, and bonds per applicable laws and auditing requirements
- Review, analyze and document all witnesses subpoenaed to the court for the 8th District Court.
- Make arrangements for interpreters, special accommodations, and any other due process requirements.
- Coordinate, analyze, monitor, and produce the court schedule for all criminal, civil, and traffic cases.
- Compile, analyze, monitor, and submit reports to agencies and the Supreme Court for disposition, criminal history, and compliance with case management standards.
- Monitor the processing of criminal and civil appeals to the Circuit Court.

Bachelor's Degree in criminal justice or related field; two years court or related field experience, or a comparable combination of education and experience. Basic knowledge of Microsoft package; propensity to learn new computer applications. Must possess the ability to handle multiple priorities and continuous interruptions; work independently and as a team member; produce high volume capacity; maintain composure in confrontational situations; excellent

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | www.kalcounty.com/hrd

organizational/prioritization skills; excellent communication skills with judges, attorneys, and the public; maintain confidentiality; maintain eligibility for LEIN certification and become LEIN certified within 6 months of employment.

VETERANS: Please provide your joint services transcript with your application.

Apply online: <https://www.kalcounty.com/jobs>

